

The Annual Maintenance and Upkeep uniform allowances are distributed once a year on June 1st to employees who have completed at least 1 full year of service by May 31st. Seasonal D.O.T. employees will be issued an allowance once they are called back to work the following season.

For clarification per Policy 202 – Company Uniform – The yearly maintenance and upkeep allowance can **only** be used towards the purchase of uniform clothing items, **not** accessories or safety shoes.

Safe Worker and CSR Performance review rewards can be used towards the purchase of **any** available items on the program. For further information on the Safe worker reward program, please reference section 8 in the company manual form 8.005.

Instructions for reward/allowance use:

- There is no expiration date on your dollars. You can accumulate them to purchase higher priced items in the future.
- The total cost of your order will be deducted from the value of your reward including embroidery fees, shipping and tax. We have increased the reward value to compensate for the extra charges.
- If your order exceeds the amount of the available balance in your account, you will need to place the exceeded balance on a personal credit card.
- If an employee is terminated or gives a notice, any remaining balance in their account is forfeited immediately.
- If you want to use part of your reward money to purchase safety shoes, contact your District Administrative Assistant and request money be transferred from your webstore account to cover the cost.

As always, check the sizing on items before you place your order. A sizing chart is available to view on each item on the webstore. Review your order thoroughly before you submit it.

Employee's first name is mandatory on all shirts, the baseball hat C865 and jackets (with the exception of the rain gear). Be sure to hit "customize now" once you have selected your size and item color to add your name to the garment. All names should appear with the first letter capital and all other letters in lower case.